Ordering a QPassport in Quest ESP System
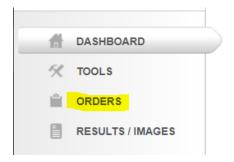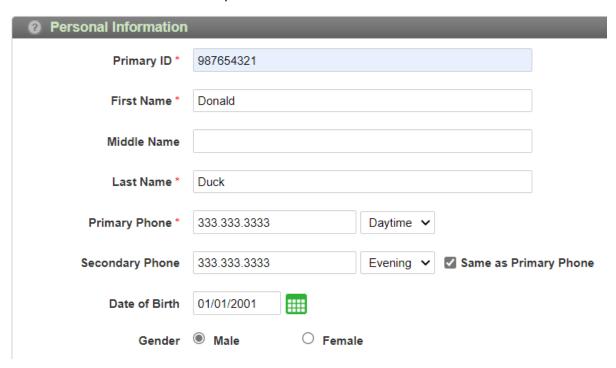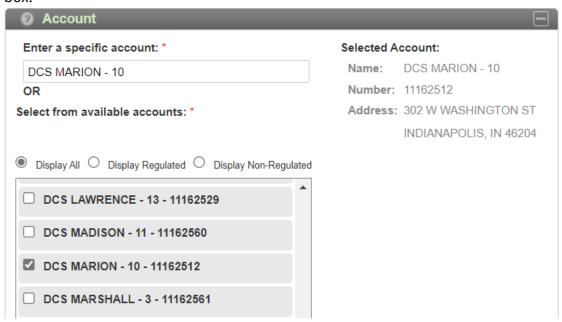
1. Go to https://esp.employersolutions.com on any Desktop or Laptop computer.
   a. User name is: **APPD001**
   b. Password is: **DCS2021%** (it is case sensitive)
      i. ==**CAUTION: IF YOU TRY MORE THAN 2 TIMES AND YOU CAN'T GET LOGGED IN CALL PAULA ZIMMERMAN AT 765-894-3453 - DO NOT CLICK FORGOT PASSWORD**==

2. When you first log in, you should see "Orders" on the left side of your screen – click on Orders.
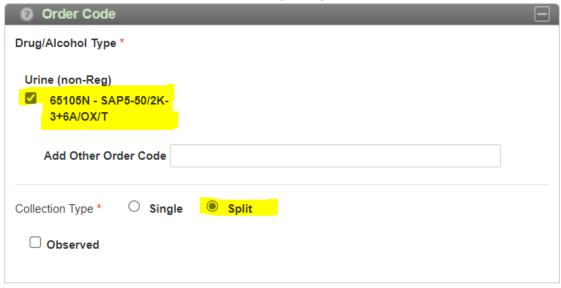

3. The Primary ID should be your full SSN. Put in your first name, last name, phone number and DOB as shown below as an example.

4. Select the DSC County you are planning to work for by either scrolling through the alphabetical listing and checking the box or typing DCS (county name) and then clicking on the option below the box.

Account

Enter a specific account: *

DCS MARION - 10

OR

Select from available accounts: *

Selected Account:

Name: DCS MARION - 10
Number: 11162512
Address: 302 W WASHINGTON ST
INDIANAPOLIS, IN 46204

⦿ Display All ○ Display Regulated ○ Display Non-Regulated

☐ DCS LAWRENCE - 13 - 11162529

☐ DCS MADISON - 11 - 11162560

☑ DCS MARION - 10 - 11162512

☐ DCS MARSHALL - 3 - 11162561

5. Select the drug test you would like to order and select "Split". (Your test code(s) may look different than what is shown below based on what panel you test for.)

Order Code

Drug/Alcohol Type *

Urine (non-Reg)
☑ 65105N - SAP5-50/2K-3+6A/OX/T

Add Other Order Code [_____]

Collection Type *   ○ Single   ⦿ Split

☐ Observed

6. Select PRE-EMPLOYMENT as Reason for Test.

Reason for Test

Test Reason * | Select One ▼

Select One
RANDOM
PRE-EMPLOYMENT
POST ACCIDENT

If you have any issues or questions call PAULA ZIMMERMAN AT 765-894-3453

7. You will be able to select a collection site in your area. Click on Search.

Collection Site

Collection Site		search clear

8. Put in the zip code and "10 Closest". Be sure to select ==" Electronic Collection Sites Only"==. Then click Search.

Location Search

Address

City

State/Region   Select One

Postal Code *

Radius   10 Closest

☑ Electronic Collection Sites Only

Search

9. When you see the collection site you'd like to use, just click on "Select Site".

Location Search

search > search results near 46204

1. NOVA MEDICAL CENTER-NOVA MEDICAL CENTE - IN049 - $$ Preferred
   500 N Capitol Ave
   Indianapolis, IN 46204
   3179835400
   Hours of Operation:M-F 8:30 am-6:00 pm; Drug Screen: M-F 8:30 am-6:00 pm
   Drug Testing Hours: M-F 8:30 am-6:00 pm
   0.32 miles | View Details | Get Directions | ==Select Site==

2. IU Health Urg Care - Downtown-IU Healt - IN214 - $$ Preferred
   222 W Michigan St
   Indianapolis, IN 46204
   3177790303
   Hours of Operation:M-Su 8:00 am-8:00 pm; Drug Screen: M-Su 8:00 am-8:00 pm
   Drug Testing Hours: M-Su 8:00 am-8:00 pm
   0.36 miles | View Details | Get Directions | Select Site

3. Any Lab Test Now - Indianapolis-Any La - IN274 - $$ Preferred

If you have any issues or questions call PAULA ZIMMERMAN AT 765-894-3453

10. Once you've selected the collection site, <mark>you have 48 hours to complete the test</mark>.

Timing Information

Time Zone	Eastern
Order Expiration Date *	09/17/2021
Order Expiration Time (24hr) *	15:49

11. Then scroll to the bottom of the screen and click "Submit". From the new screen, you can print, save, or email the QPassport.

12. The passport has a bar code in the upper right corner. As long as the collection site can scan that barcode from your phone or a paper copy, that is all you will need.

Save   Edit   Print   Email   Create Another Order

QPassport

QPassport ID: 58542615

Expires On: 09/17/2021 4:49 PM Eastern

Company

DISA CORPORATE
10900 CORP CTR DR STE 250
HOUSTON, TX 77041
Phone: 281-673-2400
Fax: 281-673-1010

Account: 11162512

DCS MARION - 10

Donor Details

Donor Name	Donald Duck
Donor ID	XXXXX4321
Test Reason	PRE-EMPLOYMENT
Test Type(s)	65105N - SAP5-50/2K-3+6A/OX/T (Urine)
Collection Service(s)	Split
Order Date	09/15/2021 5:02 PM
Ordered By	DCS APP 765-894-3453

Collection Site

IU Health Urg Care - Downtown-IU Healt
222 W Michigan St
Indianapolis, IN 46204
3177790303

Operation Hours
M-Su 8:00 am-8:00 pm
Drug Screen Hours
M-Su 8:00 am-8:00 pm

📍 Get Directions

To find a collection site location and to make an appointment, visit
www.questdiagnostics.com/psc

For questions on what to expect at your drug test, visit our website at
www.EmployerSolutions.com/mydrugtest

Medical Review Officer

TERRI HELLINGS MD
2800 BLACK LK PL STE A
PHILADELPHIA, PA, 19154
Phone: 800-624-3784
Fax: 215-543-6601

Donor Instructions

Please bring this confirmation and your driver's license or other government issued photo ID to the collection site for identification.

If you have any issues or questions call PAULA ZIMMERMAN AT 765-894-3453